

Print Soldier Name: \_\_\_\_\_ SSN: \_\_\_\_\_ BCN: \_\_\_\_\_

**ANNEX E TO DD FORM 4  
NON-PRIOR SERVICE ENLISTMENT BONUS ADDENDUM  
ARMY NATIONAL GUARD**

For use of this form see NGR 600-7. The proponent agency is NGB-EDU-IN

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 37 USC section 308c, Title 5 USC section 552a, 10 USC section 3013, Executive Order 9397 (SSN); and AR 600-8-104, Military Personnel Information Management/Records

**PRINCIPLE PURPOSE(S):** These records are created and maintained to manage the member's National Guard Service effectively; historically document the member's military service; and Safeguard the rights of members and the Army.

**ROUTINE USES:** In addition to those disclosures generally permitted under 5 USC 552a (b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 USC 552a (b) (3).

**DISCLOSURE:** Disclosure of your SSN is voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of this incentive, and may negate the application.

-----**SECTION I - GENERAL**-----

The enlisting official will explain the requirements contained within this document. List this form (NGB Form 600-7-1-R-E) as Annex E on the DD Form 4 and attach the documents together. An additional copy will be given to the Soldier.

-----**SECTION II - ELIGIBILITY**-----

Upon my enlistment in the Army National Guard (ARNG) of the United States, I may be eligible for an Enlistment Bonus, as indicated in the Selected Reserve Incentive Program (SRIP), if I meet the following criteria:

1. I am a Non-Prior Service (NPS) applicant enlisting into a primary valid vacant position. I have either never previously served in the U.S. Armed Forces, or I have served but never successfully completed 180 days or more of Initial Active Duty for Training (IADT), and was never awarded a Military Occupational Skill (MOS).
2. I am a secondary school graduate or currently attending a secondary school and will graduate prior to entry on Initial Active Duty for Training (IADT) or Phase II of IADT if under the Split Training Option.
3. I am not enlisting to gain employment in a Military Technician position where membership in a Reserve component is a condition of employment (temporary assignment as a military technician for 179 days or less is excluded). \_\_\_\_\_ (*Initial*)
4. I am not enlisting to gain employment in an Active Guard Reserve (AGR) Title 10 or 32-position. \_\_\_\_\_ (*Initial*)
5. I am not enlisting under the OCS Enlistment Option, in the Recruit Force Pool, Patriot Academy, GED Plus or as a contracted ROTC Cadet. \_\_\_\_\_ (*Initial*)

Print Soldier Name: \_\_\_\_\_ SSN: \_\_\_\_\_ BCN: \_\_\_\_\_

## SECTION II – ELIGIBILITY continued:

### 6. NPS Critical Skill (CS) Bonus

I am enlisting into an ARNG state CS MOS \_\_\_\_\_ and agree to serve no less than **6 years** in a paid drill status. I understand that I will receive the authorized amount of **\$5,000.** \_\_\_\_\_ (Initial if applicable).

### 7. NPS Civilian Acquired Skills Program (CASP)

I am enlisting into MOS \_\_\_\_\_ which is a designated CASP MOS and is an ARNG state CS MOS. I meet the eligibility criteria for the CASP enlistment program outlined in the NGB-ARH Enlistment Criteria Memorandum, dated 1 October 2006 and agree to serve no less than **6 years** in a paid drill status. I understand that I will receive the authorized amount of **\$5,000.** \_\_\_\_\_ (Initial if applicable)

## -----SECTION III - OBLIGATIONS-----

1. I am enlisting for a period of not less than 6 years in the Selected Reserve with a total military service obligation of 8 years, under either the 6x2 or 8x0 enlistment options.
2. I shall serve satisfactorily, as prescribed by the Service regulations and this written agreement for the entire period of my enlistment.
3. I obligate to serve in the ARNG state CS MOS for which the bonus is approved, unless excused for the convenience of the Government.

## -----SECTION IV – BONUS AMOUNT AND PAYMENTS-----

Incentive amount and payments will be as follows (*Soldier Initials and completes blanks on the applicable option*). (*This section is based on the National Guard Bureau (NGB) policy memorandum in effect at the time of enlistment*): (*Applicant will initial and complete as applicable*)

**All incentive payments are subject to state and federal tax withholding as applicable.**

1. I will receive a total bonus of \$ \_\_\_\_\_ for the enlistment bonus option(s) in Section II.  
\_\_\_\_\_ (Initial)
2. I understand that **I will forfeit 50% of the total bonus amount** if I do not ship on the original scheduled IADT, STO 1 or STO 2 ship date. \_\_\_\_\_ (Initial) Ship Date: \_\_\_\_\_  
(MEPS GC Initials) \_\_\_\_\_
3. I understand that if I do not ship within 365 days of my enlistment date, the incentives described herein will terminate without payment. \_\_\_\_\_ (Initial)
4. If I am a current High School (HS) JR or SR, I understand that if I fail, for any reason, to complete my HS education and not receive a valid HS diploma the incentives described herein will terminate without payment. \_\_\_\_\_ (Initial if applicable)
5. I understand that if I fail to become fully qualified in an ARNG state CS MOS within 24 months of my enlistment the incentives described herein will terminate without payment. \_\_\_\_\_ (Initial)

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**SECTION IV – BONUS AMOUNT AND PAYMENTS continued:**

6. I understand that if the incentive is reduced, terminated, and/or any refund is made by me shall not relieve me from the contractual obligation to serve.

7. I understand the bonus will be paid -

a. In two installments. First 50% installment will be processed upon completion of IADT and verification of MOS qualification in SIDPERS for which I enlisted or upon sufficient training to be deployable. The second and final 50% installment will be processed on the third-year anniversary of the Soldier's date of enlistment. \_\_\_\_\_ (Initial if applicable)

b. **(CASP only applicants)** in two installments. First 50% installment will be processed upon completion of prerequisite training, award of the CASP MOS and updated in SIDPERS. The second and final 50% payment will be processed on the third year anniversary of the Soldier's date of enlistment. \_\_\_\_\_ (Initial if applicable)

8. I understand that I will not be processed for payment until all requirements have been met and my qualification has been verified by the State Incentive Manager. \_\_\_\_\_ (Initial)

9. If, while I am contracted for this bonus, I am called or ordered to active duty, I shall be paid, during that period of active duty, any amount of the bonus that becomes payable to me during that period of active duty.

-----**SECTION IV- SUSPENSION**-----

I understand I may be suspended from bonus eligibility and no bonus will be paid during the time of suspension if I:

1. Enter a period of authorized non-availability (*placement in the Inactive National Guard (ING)*). Maximum periods of non-availability are:

a. One year for personal reasons.

b. Three years for missionary obligations or overseas employment.

2. Become flagged (*suspension of favorable personnel action per AR 600-8-2*) for an adverse action. (Does not include failure to maintain body fat composition standards or Army Physical Fitness Test APFT failure).

3. Repeat non consecutive record APFT failure or non-consecutive failure to meet body fat standards within a 12 month period.

4. Contracting as a Reserve Officer Training Corps (ROTC) Cadet in the Simultaneous Membership Program (SMP).

5. I understand that no bonus will be paid during the time of suspension.

**Note:** Reinstatement of bonus eligibility is not guaranteed. If I regain bonus eligibility, entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, credible Selected Reserve service. Failure to meet reinstatement criteria in a capacity for which previously contracted shall result in termination of the incentive and recoupment, as appropriate.

-----**SECTION V - TERMINATION**-----

1. I understand that I may be **terminated** from bonus eligibility **without recoupment for any of the following reasons:**

a. Separation due to injury or illness that is determined not to be the result of my own misconduct and the injury or illness occurred while not assigned to a designated combat zone or combat related operation.

b. SELRES members who become simultaneous members of an authorized officer commissioning program, or who accept an immediate appointment as an officer in any Military Department who is not receiving an officer affiliation/accessioning bonus from the gaining Military Department will have their enlistment/reenlistment/affiliation bonus terminated without recoupment as long as they serve one or more days in the losing SELRES status (i.e., one or more days on or after the effective date of the contract).

c. Accepts an Active Guard and Reserve (AGR) or Military Technician (Mil Tech) position where membership in a reserve component is a condition of employment and have served one or more days in the losing SELRES. Termination is effective one day after the effective date of entering the AGR/MILTECH program.

d. Failure to obtain Duty Military Occupational Specialty Qualified (DMOSQ) within 24 months after an involuntary transfer into another skill for the convenience of the government. Any periods of service spent in a deployed/mobilized status subsequent to the transfer will be added to the 24 month period.

e. Involuntary retirement.

f. Separation for hardship or sole survivorship.

g. Involuntarily separation from the ARNG as a result of unit inactivation, relocation, reorganization or a Department of Defense (DoD) directed reduction in the ARNG force.

h. Selected Reserve (SELRES) members who enlist into the Active Component (AC) (Regular Army, Navy, USMC, USAF or USCG), regardless of the length of the AC contract, and receive a bonus from the gaining component.

i. Does not receive an officer accession bonus upon commissioning after being suspended for becoming a contracted SMP/ROTC Cadet. Termination is effective the ROTC contract effective date.

j. Acceptance of either an Indefinite or Permanent Mil Tech position; or a Temporary Mil Tech position for 180 consecutive days or more, or an AGR position.

2. I understand that I may be **terminated** from bonus eligibility **with recoupment for any of the following reasons:**

a. Unsatisfactory participation: 9 or more unexcused absences within a 12 month period for Inactive Duty Training (IDT) periods; or 1 or more unexcused absences during any period of active duty (annual training). The termination is processed and is effective upon the date of the 9th "U" code (for IDT) or 1st "U" code (for active duty/annual training).

**SECTION V - TERMINATION continued:**

I understand that I may be **terminated** from bonus eligibility **with recoupment for any of the following reasons:**

b. Separation from the ARNG due to death, injury, illness or other impairment that is determined to be the result of my own misconduct.

c. Voluntarily transfer out of the ARNG state CS MOS for which bonus is approved.

d. Failure to return to active status within the approved time period for non-availability or to extend my enlistment to cover the period of time served in an inactive status within 90 days of return to active status. Termination will be effective the date of order to the ING.

e. Failure to maintain assignment in a valid, vacant position (SIDPERS EXCESS code 9993). Soldiers who are placed in an over-strength status due to their unit being inactivated, relocated, reorganized or converted (unit transformation or reorganization) and are entitled to continue receiving payments, to include initial payment. These Soldiers have 24 months from date of transformation/reorganization (plus any period spent in a mobilized status) to be placed in a valid vacancy. These Soldiers should not be coded 9993 in SIDPERS.

f. Voluntary retirement.

g. Discharge while under any suspension of favorable actions (SFA) when the SFA was not lifted prior to discharge. The effective date of termination is the date the SFA is initiated.

h. SELRES members who enlist into the Active Component (AC) (Regular Army, Navy, USMC, USAF or USCG) and receive a bonus from the gaining component.

i. Two consecutive record Army Physical Fitness Test (APFT) Failures or two consecutive failures to meet body fat standards.

j. Failure to maintain medical and dental readiness during the entire period of enlistment unless failure was due to reasons beyond my control (i.e., death, injury, illness, or other impairment).

k. Voluntary separation from the ARNG for any other reason.

l. Serves at least one day of an enlisted incentive contract term (contract term starts the date the initial payment of the bonus is authorized) and accepts a commission as an officer or appointment as a warrant officer and receives an officer accession bonus. Termination is effective the date of acceptance of commission or appointment (does not apply to the Student Loan Repayment Program SLRP).

m. Receives an officer accession bonus upon commissioning after being suspended for becoming a contracted SMP/ROTC Cadet. Termination is effective the ROTC contract effective date.

n. Fails to accept a commission for any reason after being suspended for becoming a contracted SMP/ROTC Cadet. Termination is effective the ROTC contract effective date.

Any other additional termination with recoupment condition that is not included in this addendum can be found in the appropriate chapter of NGR 600-7 or in the Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP) Guidance.

Print Soldier Name: \_\_\_\_\_ SSN: \_\_\_\_\_ BCN: \_\_\_\_\_

-----**SECTION VI-RECOUPMENT**-----

Recoupment is calculated as follows. The amount of monies that I am entitled to from the incentive is calculated by multiplying the number of full months served satisfactorily during the term for which the incentive was authorized by the proportionate monthly dollar amount. The proportionate monthly dollar amount is determined by dividing the total authorized bonus amount by the total amount of months in the original contractual obligation. The amount of the bonus that I am entitled to keep, as calculated above, will be subtracted from the total bonus paid to date. If calculations indicate an overpayment, that amount will be recouped to the Government of the United States. If calculations indicate that I have earned more than I have received, I shall receive a final payment (less taxes).

-----**SECTION VII - STATEMENT OF UNDERSTANDING**-----

I have read this entire addendum and understand all of the above statements concerning my enlistment bonus. I also understand that this addendum will be void if I do not meet all of the requirements. If the bonus is terminated, recouped or depreciated, I understand that it does not affect the terms of my contractual agreement. No other promises have been made to me in connection with this enlistment bonus addendum. \_\_\_\_\_ (Initial)

-----**SECTION VIII - AUTHENTICATION**-----

I understand that at time of signature, an iMARC BCN has been verified, approved and recorded on this incentive addendum by the State Incentive Manager. I also understand that the incentive I am contracting for is invalid without this BCN recorded on this form, on this date, and I will be held to the terms of service of this agreement. Exceptions to Policy are not authorized. No other promises, representation, or commitment have been made in connection with my enlistment bonus.

\_\_\_\_\_  
Unit and Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name of Soldier

\_\_\_\_\_  
Signature of Soldier

-----**SECTION IX - CERTIFICATION BY SERVICE REPRESENTATIVE**-----

I certify that I have witnessed the reading and signing of the above agreement and the signature appearing above is that of the applicant. I have verified the Soldier meets the eligibility requirements of NGR 600-7, paragraph 2-3 and the applicant's MOS is currently eligible for an enlistment bonus. I certify that I have verified the approved bonus control number for which contracted.

\_\_\_\_\_  
Typed or Printed Name/Rank of Enlisting Official

\_\_\_\_\_  
Signature of Enlisting Official/Date

\_\_\_\_\_  
Typed or Printed Name/ Service Representative

\_\_\_\_\_  
Signature of Service Representative/Date

BONUS CONTROL NUMBER \_\_\_\_\_  
(Contract Invalid without approved iMARC BCN)